

an appointee to perform the full range of analytical, fiscal and special projects duties at the full journey-level in Sacramento County service.

Persons appointed at (Level II) should perform full journey-level duties with only minimal orientation to the specific job assignment. Typically, experience for appointment at (Level II) includes: a Bachelor's or higher degree, or college coursework, or college level training, in the fields of public administration, business administration, economics, accounting, management, or personnel, or a field directly related to the administrative, management, or fiscal duties of this class. And, work experience that involved training in and performance of duties equivalent to (Level I) of this class. Governmental experience is preferable, although experience in private enterprise may provide the necessary background. Within County service, experience in lower level administrative classes usually provides the necessary experience; experience in other County classes may also provide the necessary experience if it included the duties described in the Minimum Qualifications above.

Typically, experience for appointment at (Level I) is education and/or work experience that would enable an appointee to learn to perform the full range of analytical, fiscal and special projects duties at the journey-level in Sacramento County service, but appointees should have some background, either education, training, and/or work experience, in administrative/fiscal/analytical duties. Therefore, typical experience for appointment at (Level I) includes the education as described above, administrative training as a Student Intern as described above or, work experience in administrative, liaison, budgetary or management duties. Experience in a governmental or public agency or involving interaction with such agencies is preferable, although experience in private enterprise may provide the necessary background. Within County service, experience in any class may provide the necessary experience if it included duties as described in the Minimum Qualifications above. Clerical experience is generally not qualifying although supervisory or secretarial experience, augmented by college level training, may provide the necessary background if the duties are comparable to the duties of Student Intern. Generally, appointees to (Level I) are expected to function at the full journey-level, (Level II), within one year.

NOTES APPLICABLE TO MINIMUM QUALIFICATIONS FOR ALL CLASSES IN THIS SERIES:

1. The "Objectives" Note following the Minimum Qualifications for each class is not part of the Minimum Qualifications; it is included only to assist employees and applicants.
2. Where experience in "Sacramento County service" is used, it means experience in a Sacramento County Department or Office or Sacramento County Municipal or Superior Court which is listed in the annual salary resolution.
3. All experience means paid experience unless otherwise stated.
4. All experience requirements are stated in terms of full-time experience; part-time experience is acceptable and is converted to full-time on the basis of: 173.6 hours = 21.7 days = 1 work month.

SPECIAL REQUIREMENT FOR SOME POSITIONS IN THE CLASSES OF:

Associate Administrative Analyst and Senior Administrative Analyst

SYSTEMS COORDINATOR CLAUSE

Some positions within the class may require specific knowledges and abilities to perform the responsibilities of a system coordinator function. These include knowledge of systems and data processing concepts and terminology; costing and budgeting techniques; the ability to understand and apply the knowledge unique to the operating department; analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background. In some cases, application programming using a variety of programming languages or system utility languages may be performed by incumbents.

The Systems Coordinator function is not limited to data processing systems alone but also includes the management and coordination of departmental manual as well as data processing systems. This functional responsibility is a department-wide responsibility and not that of single unit areas. Additionally, this function comprises the major part of the position's work assignment. Designation must be approved by the Department of Human Resources from a classification and testing perspective on a position-by-position basis.

Where required, these special skills may be used in performing such tasks as the following:

- Plans, coordinates, supervises and participates in system analysis, development, design and documentation involving the use of both computerized and manual systems.
- Coordinates system activities between the operating department and other appropriate resources, including the Office of Communication and Information Technology.
- Meets with and assists users within the operating department on existing systems, as well as future application design to effectively prioritize and allocate departmental resources.
- Monitors and evaluates projects to assure quality and timely completion.
- Prepares time and costs estimates of proposed projects and applications; evaluates and selects computer hardware and software products.
- Prepares and administers the operating department data processing budget.
- Performs application programming using programming languages, system utility languages and job control languages.
- The Civil Service Commission approved the use of selective certification for the above special skills for Senior Administrative Analyst and Associate Administrative Analyst on August 22, 1985.

PROBATIONARY PERIOD AND CLASS HISTORY INFORMATION:

Principal Administrative Analyst: 12 months

Senior Administrative Analyst: 6 months

Associate Administrative Analyst: 12 months

Adopted: 8/25/55

Revised: 1/4/87, 6/22/92, 9/24/99

Retitled: 1/4/87

Class Code: 27532

Schematic Code: 11181-0

EEO Code: 02

Rep Unit: 060

**SACRAMENTO
DISTRICT ATTORNEY'S OFFICE**

VERTICAL PROSECUTION

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